Academic Advising
Viewing Milestones

Overview

This procedure will show you how to view Milestones on a student’s record.

- **Milestones** are non-course events tracked for a student. They can appear on a student transcript. For example, the School of Nursing requires that students show proof of certain immunizations. They must have these immunizations before being allowed into their clinical classes or entering the hospitals. The student doesn’t register for immunizations, but the school needs to track it. A milestone can be created to represent these non-course events that a school needs to track.

- **Milestones** can be placed and viewed on a student’s record, and if a school wishes they can be used in a degree audit to meet a requirement. When **milestones** are placed on a student’s record, they can be shown as incomplete, in-progress or completed.

Steps

**Viewing an Existing Milestone on a Student’s Record**

1. Navigate to: **Records and Enrollment > Enroll Students > Student Milestones**.
2. Enter the student’s **ID** or **Last Name** and **First Name**.
3. Click **Search**. If there is an exact match on the student you are searching for, the system will take you into the **Student Milestones** page. If there is not an exact match, you will receive a list of possible matches. Click on the correct student to be taken to the **Student Milestones** page. This search only returns students who have milestones.
4. On the **Student Milestones** page there are three sections, **Milestone Details**, **Advisors**, and **Attempts**. On the top of the page you can view the **Student Name**, **ID**, **Institution**, **Academic Program** and **Career**.

5. In the first section labeled **Student Milestones**, review the **Effective Date** of the milestone(s). For each effective date, you will see which milestone(s) had been placed on the student’s record. For example: if a student had two effective dates, each date would list all milestones that were active on the student’s record as of that date.

6. In the **Milestone Detail** box, you can view the **Milestone Nbr** (number). Milestone numbers are assigned in increments of 10. The first milestone assigned to the student is 10, the second is 20, etc.
Academic Advising
Viewing Milestones

7. To the left of the Milestone Nbr is the Milestone code that has been assigned to this student. If the milestone applies only to a specific Academic Plan, the plan will be displayed.

8. Review Description and Formal Description of the Milestone (for example, “Freshman Orientation”).

9. The Milestone Title is similar to a comment field. Text entered here will appear on the unofficial transcript if the transcript type is set-up to print milestones. Degree Audits that contain unofficial transcripts can be set-up to display milestones and the milestone title.

10. Milestone Level: IU is not currently supporting multi-level milestones.

11. Under the Advisors section, Attempts Allowed will be displayed. Attempts Allowed defaults from the Milestone table. This indicates the number of times a student may attempt this particular milestone.

12. The Advisors section is optional and is used for referential purposes only. It is not required.

13. Under the Attempts section, the status of the milestone is recorded.

14. The Milestone Complete field automatically defaults to “Not Completed”. If the Milestone has been completed it will show as "Completed".